



UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
ALASKA STATE OFFICE  
MANUAL TRANSMITTAL SHEET

Release

1 - 264

Date

April 25, 2002

Subject

**H-1541-1 - Correspondence Preparation Handbook**

1. Explanation of Material Transmitted:  
This Manual Release Supplement transmits a complete revision to BLM Alaska's Correspondence Preparation Handbook. This handbook supplement is for the use of the Alaska State Office, Field Offices, and the Alaska Fire Service in preparing all types of Correspondence
2. Reports Required: None.
3. Material Superseded: Alaska State Office Bureau Manual Supplement H-1541-1 - Correspondence Preparation Handbook: Release 1-256 and 1-259.
4. Filing Instructions : File as directed below.

REMOVE

Rel. 1-256  
1-259

INSERT

Rel. 1-264  
Total: 33 Sheets

Gene R. Terland  
State Director, Acting



## BUREAU OF LAND MANAGEMENT ALASKA

### Mission Statement

The purpose of the Statewide Administrative Team (S.W.A.T.) is to provide professional administrative support as an integral member of the BLM Alaska. With the support of the Alaska Leadership Team (ALT) we have the opportunity to expand our knowledge through networking and to establish a basis for administrative continuity and cooperation. As a result of our team efforts and goals, we will strive to provide quality service and measurable results as a unified administrative foundation in support of the annual workplan goals based on our defined objectives.

# Correspondence Preparation Handbook

CORRESPONDENCE  
PREPARATION  
HANDBOOK

.....

Bureau of Land Management  
Alaska

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## **I. GENERAL INFORMATION**

### **A. Policy**

The Bureau of Land Management's (BLM) policy to manage correspondence in an efficient, effective, and economical manner. This handbook updates all previous correspondence guidelines in the BLM-Alaska.

### **B. Correspondence Descriptions and Font**

1. Type all correspondence using Times New Roman with a 12 point font.
2. Memorandums are used to transmit information to a BLM official(s) or to any US Department of the Interior agency.
3. Instruction Memorandums are used to:
  - a. Instruct, guide or direct
  - b. Disseminate instruction, guidance or direction and may include a due date.
  - a. Establish policies or procedures
  - a. Interpret existing regulations
4. Information Bulletins are used to:

Disseminate information, such as, reports, training, attendees, comments on draft documents, meeting agenda items, and may also include a due date.
5. Letters are written communication with an individual(s) or groups outside of the Department of the Interior.
6. Controlled correspondence is a request for information within a specified time frame. A memorandum or letter can be controlled correspondence.

1. Congressionals are inquiries from state governments, congressional representatives, or their staff. Congressional inquiries request information within a specified time frame.
1. Electronic mail (E-Mail) correspondence is a computerized, quick and efficient communication tool. Appropriate uses include management messages, meeting information, and official business. (Note: E-Mail is government property and should be used for authorized purposes only.)

### **C. Routing Slips**

Routing slips should accompany letters and memorandums for signature. Attach the appropriate routing slip to the front of the correspondence packet.

### **D. Clearance Sheets (Form 1220-1)**

Clearance sheets must accompany IBs and IMs in place of the routing slip.

### **E. Mailing Options**

1. Certified/Registered Mail
  - a. Certified mail is used when the addressee requires proof of delivery. The mailer may request return receipt and restrict delivery to addressee only.
  - b. Registered mail is used when protection is required by law or regulation. The sender of a registered article may request a return receipt and restrict delivery to the addressee only. Use a postage and fees-paid envelope or address label for registered mail.
2. Federal Express (FEDEX) – use when it is essential to expedite and track mail.
1. Express/Overnight through the U.S. Postal Service is used when speed is essential.

**F. Surnaming Procedure**

Surnaming is when the reviewer signs off (prior to signature) indicating concurrence with the content of the correspondence. Correspondence must be surnamed in the upper right margin of the yellow dot copy using first initial, last name and date. Acting officials should write "Acting" followed by the office code of the official for whom they are acting.

If you retype correspondence to edit or correct errors, draw a red line through the surnamed copy; fold in half lengthwise; and attach it to the front (right side) of the new yellow dot copy. Resubmit correspondence for signature. If you retype correspondence for content you must repeat the surnaming process.

**G. Enclosures/Attachments**

Material accompanying a letter is referred to as an enclosure. Material accompanying a memorandum is referred to as an attachment. Numbering pages for enclosures and attachments is optional (e.g., 1-1, 1-2 and 2-1, 2-2, etc.).

**H. Courtesy Copy (cc)**

A courtesy copy is an information copy for offices or persons other than the addressee (ccs are generally used in letters and memorandums).

1. Internal ccs are not shown on the original.
2. External ccs must appear on the original and may appear on the courtesy copy.
3. Blind courtesy copy (bcc:) are not shown on the original or courtesy copy; but must appear on the author's and recipient's copy.

**I. Identification (ID) Line**

The ID line identifies the office code, author, typist, date, telephone number, and file name. The ID line is not shown on the original. It is shown only on dot copies and clearance sheets.

**J. Security Classification**

If the author restricts classification on a document, an identifying term will be either typed or stamped on each page. These classifications may be capitalized two lines above the first line of correspondence or stamped at the top of each page.

Examples: For Official Use Only, Confidential, or Secret.

**K. File Copies** (represented by colored dots, a.k.a. “dot copies”)

Place the colored dot on correspondence in the upper right corner.

Place the colored dot on case file copies in the lower right corner.

1. Yellow Dot: Official surnamed copy is maintained in Central Files. Attach the incoming correspondence, all attachments, and any backup material to the yellow dot copy. If case file-related, the copy will be kept in the case file with an additional copy sent to Central Files.
2. Red/Pink Dot: State Director’s reading file (if appropriate).
3. Blue Dot: Division/Field Office reading file copy. The originating office maintains these copies. (Note: File “Sensitive” or “Classified” information in accordance with BLM regulations)
4. Originator’s copy, dot color is optional.

**L. Envelopes**

1. Envelopes are used for general public and agencies outside of the Department of Interior (Example: white penalty business size, manila penalty letter and legal-size).
2. Inter-office envelopes (a.k.a.- holey joe) are used internally.
3. Blue Special Attention envelopes are used internally for confidential and personnel issues.



## **M Abbreviations/Acronyms**

When using acronyms in correspondence, spell out the exact words in the name/title the first time followed by the acronym in parenthesis, e.g. Bureau of Land Management (BLM). Omit the “o” for the preposition “of.” Use only the acronym when you refer to the name or title again.

Do not use acronyms unless they are:

1. referred to more than once in the same document
1. not at the beginning of a sentence
1. in informal correspondence addressed to an audience who is familiar with them.

Use “The” before all acronyms, e.g., “The BLM “. . . (Form plurals by adding “s”).



# UNITED STATES DEPARTMENT OF THE INTERIOR

**BUREAU OF LAND MANAGEMENT  
ALASKA STATE OFFICE  
222 W. 7TH AVENUE, 13  
ANCHORAGE, ALASKA 99513-7599**

*D Duck MM/DD/YY  
M Mouse MM/DD/YY*

1  
2 Subject Code (your office code)

1  
2 Date Stamp after signed

1  
2  
3 Memorandum

1  
2 To: Title of Addressee (do not use individual's name) (Office Code)

1  
2 From: Signatory's Title

1  
2 Subject: Memorandum Example and Instructions

1  
2 Memorandums are for transmitting information to no more than two Bureau of Land Management (BLM) official(s) or to any Department of the Interior agency. Use block style with double spaces between paragraphs and Times New Roman 12 point font.

1  
2 Subject and Office Codes are used to identify the subject category and the originating office. Type these codes flush right. Leave two line spaces following the last line of the letterhead address with the organization code.

1  
2 Date stamp after the memorandum has gone through the appropriate surnaming process and it has been signed by the appropriate signatory. Place the date stamp on the original and all copies as shown above.

1  
2 The "To:" line states the title of the addressee; do not use names. The title is followed by an office code. The "From:" line states the title of the signatory.

1  
2 The "Subject:" line concisely describes the content. Capitalize the first letter of each major word. Place each at appropriate tab as shown on previous page. Begin the body of a memorandum two lines below the subject line.

1  
2 Memorandums do not have a signature block. Place the signature below the last line of text in the memorandum. If there is an attachment list, type the list 8 to 10 lines below the last line of the body.

1

- 2 Courtesy copies are additional copies of the document sent to people/agencies other than the addressee. Type courtesy copies (cc) or blind courtesy copies (bcc) two lines below the list of attachment(s), block style. If there are no attachments, type cc's or bcc's seven lines below the body of the text.

1

- 2 The Identification (ID) or typist's line is shown only on file copies. Two lines below the last line in the document, insert the originator's office code, originator's name, typist's initials, name or number of your document, date you typed the document and the originator's telephone extension.

1

2

3

*Signature*

4

5

6

7

- 8 2 Attachments

1 - WO IM #01-2000 (2 pp)

2 - Agenda (1 p)

1

- 2 cc:

SD (AK-910) w/o attachments

Director (WO-550), w/attachments

MIB or LS, Room #0000

1

- 2 bcc:

ASD (AK-910) w/attachments

1

- 2 910:WPooh:ta:illusmem.wpd:MM/DD/YY:5555

## **1. Assembling Memorandum Folder for Surnaming and Signature**

### **a. On the left side of the folder**

- a. Yellow Dot- Surnaming and Central File copy
- b. Blue Dot - Division/Field Reading File copy
- c. Red/Pink Dot - State Director's Reading File copy (if appropriate)
- d. Originator's copy (color optional)
- e. Interoffice envelope (a.k.a. "Holey Joe") addressed to originating office

### **b. On the right side of the folder**

- a. Original and attachments
- b. Envelope or routing slip for addressee
- c. Document that is being responded to
- d. Ccs with envelope or routing slip

### **c. Surnaming and Signature**

The originating office is responsible for routing correspondence to appropriate individuals (for approval, e.g., surnaming and signature).

## **2. Mailing and File Copy Distribution**

- a. Mail the original and attachments to addressee.
- b. File copies
  - 1) Yellow Dot: Official surnamed file copy is maintained in Central Files. Attached to this copy is the incoming, all attachments and any backup material. If "casefile" related, it is kept in the casefile and an additional copy is sent to Central Files.
  - 2) Red Dot: State Director's reading file (if appropriate).
  - 3) Blue Dot: Division/Field Office reading file copy. After appropriate routing, these files are kept by the originating office. (Note: Sensitive or Classified information is filed in accordance with BLM regulations.)
  - 4) Mail any ccs or bccs as appropriate.
- c. Send an electronic copy to Central Files.

**Your office, as the originating office, is responsible for correctly routing correspondence for approval, surnaming, signature and for proper distribution after the appropriate signature is obtained.**

H-1541-1 Correspondence Preparation Handbook

US Department of The Interior Bureau of Land Management (BLM) Alaska State Office - Anchorage, Alaska					
Route	Office Code	Office	Task	Initial	Date
	910	State Director			
	910	Associate State Director			
	910	Law Enforcement			
	912	External Affairs			
	915	Equal Employment Office			
	920	Div. Cadastral Survey			
	930	Div. Lands, Minerals & Resources			
	932	Juneau Mineral Information Center			
	950	Div. Support Services			
	960	Div. Conveyance Management			
	990	Joint Pipeline Office (JPO)			
	995	JPO - Fairbanks			
	995	JPO - Valdez			
	020	Northern Field Office			
	040	Anchorage Field Office			
	050	Glennallen Field Office			
	300	Alaska Fire Service			
		Regional Solicitor's Office			
Remarks:					
AK1540-17 (February 2002)					

## H-1541-1 CORRESPONDENCE PREPARATION HANDBOOK



## UNITED STATES DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT  
ALASKA STATE OFFICE  
222 W. 7th Avenue, #13  
ANCHORAGE, ALASKA 99513-7599

*M Mouse MM/SD/YJ*

*D Duck MM/SD/YJ*

Subject Code (your Office Code)

## DATE STAMP AFTER SIGNED

1  
2  
1  
2  
1  
2  
3  
4  
5 **MEMORANDUM**

- 1  
2 To: Title of Primary Addressee (do not use individual's name) (Office Code)  
1  
2 Through: Title of Initial Addressee (do not use individual's name)  
1  
2 From: Title of Signatory  
1  
2 Subject: Memorandum Example and Instructions  
1  
2 Through memorandums are for transmitting information through a initial addressee(s) before forwarding to the primary addressee(s). Addressees are to be no more than two Bureau of Land Management (BLM) official(s) or to any Department of the Interior agency. Use block style with double spaces between paragraphs and Times Roman 12 point font.  
1  
2 Subject and Office Codes are used to identify the subject category and the originating office. Type these codes flush right two lines down from the last line of the letterhead address with the organization code.  
1  
2 Date stamp after the memorandum has gone through the appropriate surnaming process and has been signed by the appropriate signatory. Place the date stamp is placed on the original and all copies as shown above.  
1  
2 **The "To:" line** states the title of the primary addressee; names are not used. Type an office code following the title. **The "Through:" line** identifies the title of the initial addressee(s) to receive the memorandum before forwarding it to the primary addressee(s). **The "From:" line** states the title of the signatory.

1  
 2 The "Subject:" line is a concise statement describing the content. Capitalize the first letter of each major word. Place each at appropriate tab as shown above. You must begin the body of a memorandum two lines below the subject line.

1  
 2 Memorandums do not have a signature block. The signature should be placed below the last line of text in the memorandum. If there is an attachment list, it is typed 8 to 10 lines below the last line of the body.

1  
 2 Courtesy copies are additional copies of the document to people other than the addressee. You should type ccs (courtesy copies) or bccs (blind courtesy copies) two lines below the list of attachment(s), block style. If there are no attachments, type ccs or bccs seven lines below the body of the text.

1  
 2 The ID or typist's line is shown on file copies only. Two lines below the very last item on the document, you must insert the originator's office code, originator's name, typist's initials, name or number of your document, date you typed the document and the originator's telephone extension.

1  
 2  
 3 *Signature*  
 4  
 5  
 6  
 7

8 2 Attachments  
     1 - WO IM #01-2000 (2 pp)  
     2 - Agenda (1 p)

1  
 2 cc:  
     SD (AK-910) w/o attachments  
     FM (AK-040) w/attachments

1  
 2 bcc:  
     DSD (AK-950) w/attachments

1  
 2 910:MMouse:DDuck:illusmem.wpd:MM/DD/YY:5555

## **1. Assembling a “Through” Memorandum Folder for Surnaming and Signature**

### **a. On the left side of the folder**

- 1) Yellow Dot- Surnaming and Central File copy
- 2) Blue Dot - Division/Field Reading file copy
- 3) Red/Pink Dot - SD/ASD’s Read File copy (if appropriate)
- 4) Originator’s copy (color optional)
- 5) Interoffice envelope (a.k.a. “Holey Joe”) addressed to originating office

### **b. On the right side of the folder**

- 1) Original and attachments
- 2) Document that is being responded to
- 3) Envelope to addressee

### **c. Surnaming and Signature**

The originating office is responsible for routing correspondence for approval, e.g., surnaming and signature.

## **2. Distributing and Mailing File Copy(ies)**

### **a. Mail the original and attachments to addressee.**

### **b. File copies**

- 1) Yellow Dot: Official surnamed file copy is maintained in Central Files.

Attached to this copy is the incoming, all attachments and any backup material. If “casefile” related, it is kept in the casefile and an additional copy is sent to Central Files.

1. Red Dot: State Director’s reading file.
2. Blue Dot: Division/Field Office reading file copy. After appropriate routing, these files are kept by the originating office. (Note: Sensitive or Classified information is filed in accordance with BLM regulations.)
3. Mail any ccs or bccs as appropriate.

### **c. E-Mail an electronic copy to Central Files.**

**Your office, as the originating office, is responsible for correctly routing correspondence for approval, surnaming, signature and for proper distribution after the appropriate signature is obtained.**





# UNITED STATES DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT  
ALASKA STATE OFFICE  
222 W. 7th Avenue, #13  
ANCHORAGE, ALASKA 99513-7599

1

2

Subject Code/your Office Code

1

2

3

4

5 Instruction Memorandum

1 Expires: MM/DD/YY

2

1 To: Title(s) of Addressee(s) (e.g., FMs, DSDs, SCs or M-AFS) and Office Codes

2

1 From: State Director or (FMs, DSDs, SCs or M-AFS)

2

1 Subject: Instruction Memorandum (IM) Examples/Instructions DD: Due Date (optional)

2

1 All IMs are internal documents used to disseminate information quickly, interpret existing regulations, and/or establish policies or procedures.

1

2 We use Subject Codes, Office Codes; and Public (P) or non-Public (N) designators to identify the subject category and the originating office. These codes are typed flush right two lines down from the last line of the letterhead address with the organization code.

1

2 All IMs usually expire on September 30 of the following year. Program officials may extend an IM for a maximum of 12 additional months. If the Instructions need to remain in effect beyond the expiration date, the IM must be reissued as a new IM or as a manual supplement release.

1

2 The "To:" line states the title of the addressee; names are not used. The title is followed by an office code. The "From:" line states the title of the signatory.

1

2 The "Subject:" line is a concise statement describing the content. Capitalize the first letter of each major word. Place each at appropriate tab as shown above. You must begin the body of a memorandum two lines below the subject line. Due date, if required, follows the last word in the subject line (right justification).

2

1

- 2 The body of an IM should be in block style, beginning by double spacing after the last word and/or due date of the subject. Note: If your document is 10 lines or less and one paragraph, triple space after the last word of the subject line. The body of the document should be double-spaced.

1

- 2 The IMs do not have signature blocks. The signature should be placed below the last line of text in the IM. If there is an attachment list, it is typed 8 to 10 lines below the last line of the body.

1

- 2 If additional copies are to be sent to people other than addressee, please list their names and office codes in the comment section of the clearance sheet. Originator may request using a distribution line on the IM or information bulletin only.

1

- 2 The Identification (ID) line is shown on the clearance sheet only.

1

- 2 All IMs are dated, numbered and distributed by Central Files.

1

2 *Signature*

3

4

5

6

7

## 8 2 Attachments

1 - WO IM #02-2000 (2 pp)

2 - Agenda (1 p)

1

- 2 Distribution: Originator may identify additional recipients (use titles only) and their office codes.

**1. Assembling the IM Folder for Surnaming and Signature**

- a. Original and attachments on right side of folder
  - 1) All IMs require a clearance sheet (Form 1220-1) ONLY
  - 2) List individuals by office code and then their title
  - 3) Staple clearance sheet to front of folder
  - 4) Special requests must be noted in "Remarks" section
  - 5) Route to offices designated on clearance sheet
- b. E-Mail and forward hard copy to Central Files after it has been signed by the State Director, Associate State Director, FM, DSD, SC or M-AFS.
  - a. All IMs are dated, numbered and distributed by Central Files.

**The originating office, is responsible for routing correspondence for approval, surnaming, signature and proper distribution after obtaining the appropriate signature.**

Form 1220-1  
(April 1984)

UNITED STATES  
DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

**CLEARANCE SHEET**

- ☐ Manual Release  
☐ Instruction  
☐ Memorandum  
☐ Information Bulletin  
☐ Regulation  
☐ Other

Instructions to Originating Office

Attach to copies of documents being submitted for clearance. List *all* reviewing officials by office code and office title. For Bureauwide Directives, list (855) - Directives Management, both before and after signing official.

Brief Description of Issuance (*include Subject-Function Number and Heading*)

**SIGN ALL DOCUMENTS IN BLACK INK**

ROUTING ( <i>BEGIN WITH ORIGINATOR</i> )			NON- CON- CUR- RENCE ⌚	COMMENTS
TO	SURNAME OR INITIAL	DATE		



## United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
ALASKA STATE OFFICE  
222 W. 7th Avenue, #13  
ANCHORAGE, ALASKA 99513-7599

- 1
- 2 Subject Code/your Office Code
- 3
- 4
- 5 Information Bulletin
- 1
- 2 To: Title(s) of Addressee(s) (e.g., FM, DSD, SC or M-AFS) and Office Code
- 1
- 2 From: State Director (FM, DSD, SC or M-AFS)
- 1
- 2 Subject: Information Bulletin (IB) Examples/Instructions DD: Due Date (optional)
- 1
- 2 All IBs transmit information of interest, request information such as reports, training, attendees, comments on draft documents, meeting agenda items and may require due dates.
- 1
- 2 Subject and Office Codes are used to identify the subject category and the originating office. These codes are typed flush right two lines down from the last line of the letterhead address with the organization code.
- 1
- 2 The "To:" line states the title of the addressee; names are not used. The title is followed by an office code. The "From:" line states the title of the signatory.
- 1
- 2 The "Subject:" line is a concise statement describing the content. Capitalize the first letter of each major word. Place each at appropriate tab as shown above. You must begin the body of a memorandum two lines below the subject line. Due date, if required, follows the last word in the subject line (right justification).
- 1
- 2 The body of an IB should be in block style, beginning by double spacing after the last word and/or due date of the subject. Note: If your document is 10 lines or less and one paragraph, triple space after the last word of the subject line. The body of the document should be double-spaced.

2

1

- 2 An IB does not have a signature block. The signature should be placed below the last line of text in the memorandum. If there is an attachment list, it is typed 8 to 10 lines below the last line of the body.

1

- 2 If additional copies are to be sent to people other than addressee, please list their name and office code in comment section of the clearance sheet. Originator may request using a distribution line on the IB.

1

- 2 The Identification (ID) line is shown on the clearance sheet only.

1

- 2 All IBs are dated, numbered and distributed by Central Files.

1

2

3

*Signature*

4

5

6

7

- 8 2 Attachments

1 - WO IB #02-2000 (2 pp)

2 - Agenda (1p)

1

- 2 Distribution: Originator may identify additional recipients (titles only and Office Codes)

**1. Assembling the Information Bulletin for Surnaming and Signature**

- a. Original and attachments on right side of folder
  - 1) All IBs require a clearance sheet (Form 1220-1) ONLY
  - 2) Staple clearance sheet to front of folder
  - 3) Special requests noted in Remarks section
  - 4) Route to offices designated on clearance sheet
- b. E-Mail and forward hard copy to Central Files after it has been signed by the State Director or Associate State Director, FM, DSD, SC or M-AFS.
  - a. All IBs are dated, numbered and distributed by Central Files.

**The originating office, is responsible for routing correspondence for approval, surnaming, signature and proper distribution after obtaining the appropriate signature.**



## United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
ALASKA STATE OFFICE  
222 W. 7th Avenue, #13  
ANCHORAGE, ALASKA 99513-7599

9400 (310)

1

2

(date after signed)

3

4

5 Mr. John Smith  
12345 South Avenue  
Anchorage, Alaska 99513

1

2 Dear Mr. Smith:

1

2 The business letter is for correspondence being sent to persons or agencies outside the  
Department of Interior.

1

2 Type the appropriate subject and office code(s) two lines below the letterhead, flush with  
the right margin.

1

2 The basic rule for margins and spacing is that the text and other entries are balanced  
vertically on the page, allowing one inch for side and bottom margins.

1

2 The inside address is generally typed 8 lines below the subject/office code(s). Do not use  
abbreviations in the address. Spell out the state name and type the zip code two spaces  
after the state.

1

2 Type the salutation on the second line below the last line of the inside address ending with  
a colon.

1

2 Using block style, begin the body of the letter two lines after the salutation. Single-space  
the body of a letter with double spacing between paragraphs. Double space the body if it  
is only one paragraph and the text is less than ten lines. In this case, insert three lines  
after the salutation.



2

1

2 If additional pages are required, type the page number flush with the top right margin, one inch from the top of page. There should be at least two lines of text on the next page.

1

2 The complimentary close (Sincerely,) is typed two lines below the last line of the body, beginning at the center of the page plus four spaces to the right.

1

2 Type the signature block five lines below the complimentary close.

1

2 Material which accompanies a letter is usually identified in the body as an enclosure(s). Type the word "enclosure(s)" at the left margin two lines below the signature block.

1

2 The courtesy copy (cc:) line is typed two lines below the signature block at the left margin. If there are enclosure(s), type the cc line two lines below enclosure(s).

1

2 The Identification (ID) line is the last line of the correspondence. It has the originator's office code, originator's name, typist's initials, date, telephone number of originator, name of your document. **This is typed on file copies only!!!!**

1

2 Modify the ID line when correspondence is rewritten. Type the ID line as shown on the original correspondence. On the line below, begin with **Rewritten** and type a second ID line. **This is typed on file copies only!!!!**

1

2 Sincerely,

1

2 *Signature*

3

4 Winnie T. Pooh

1

State Director

2

Enclosure (used for one enclosure) OR>

1

Information (2 pp)

2

cc:

M-AFS (AK-328) w/o enclosure

Director (WO-000) MIB or LS Room #0000 (w/enclosure)

1

2 910:WPooh:ta:MM/DD/YY:3333:C:/DATA/LTR/TRAININGLTR.WPD

Rewritten:910:WPooh:ta:MM/DD/YY:3333:C:/DATA/LTR/TRAININGLTR.WPD

3 Enclosures (used for multiple enclosures)

1 - Material (3 pp)

2 - Information (1 p)

3 - More Information (4 pp)

## **1. Assembling the Letter Folder for Surnaming and Signature**

### **a. On the left side of the folder**

- 1) Yellow Dot - Surnaming and Official Records Copy (for Congressionals, attach original letters from congressman and constituent)
- 2) Blue Dot - Division/Field Reading file copy
- 3) Red Dot - SD/ASD's Read File Copy (if appropriate)
- 4) Originators copy (color optional)
- 5) Interoffice envelope (a.k.a. "Holey Joe") addressed to originating office

### **b. On the right side of the folder**

- 1) the original and any enclosure(s)
- 2) copy of document that is being responded to
- 3) all ccs and attachments, with routing slips or addressed envelope(s)
- 4) include an envelope to addressee

### **c. Surnaming and Signature**

The originating office is responsible for correctly routing correspondence for approval, surnaming and signature.

## **2. Distribution and Mailing of File Copy(ies)**

- a. Mail the original and any enclosures to addressee (send FEDEX if out of state).
- b. File copies
  - 1) Yellow Dot: Official surnamed central file copy is maintained in records. If "casefile" related it will be kept in the casefile. Attached to this copy will be the incoming, all attachments, and any backup material.
  - 2) Red Dot: State Director's reading file.
  - 3) Blue Dot: Division/Field Office reading file copy. After appropriate routing, these files are kept by the originating office. (Note: No sensitive or confidential information)
  - 4) Mail any ccs or bccs as appropriate.
- c. Send an electronic copy to Central Files.

**Your office, as the originating office, is responsible for correctly routing correspondence for approval, surnaming, signature and for proper distribution after the appropriate signature is obtained.**



## United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
ALASKA STATE OFFICE  
222 W. 7<sup>th</sup> Avenue, #13  
ANCHORAGE, ALASKA 99513

1

2

Subject Code (your office code)

1

2

(date when signed)

1

2

3

4 CERTIFIED MAIL 7000 0520 0024 2627 0010 (**number on letter is optional**)  
Return Receipt Requested

1

2

3 Mr. John Smith  
P. O. Box 12345  
Fairbanks, Alaska 99707

1

2 Dear Mr. Smith:

1

2 This is an example of a Certified/Registered Mail letter. Certified mail provides  
adequate protection for mailings and furnish proof of delivery. Use should be limited to  
transmitting documents required by law and/or materials of considerable importance.

1

2 The numbers (7000 0520 0024 2627 0010) placed after CERTIFIED MAIL match the  
numbers on the Return Receipt Requested PS Form 3811 and the Certified Mail Receipt  
PF Form 3800 to verify the addressee's receipt of the document. Check with your  
internal office for additional mailing procedures.

1

2

Sincerely,

1

2

*Signature*

3

4

5

Minnie T. Mouse  
Associate State Director

H-1541-1 Correspondence Preparation Handbook

U.S. Postal Service  
**CERTIFIED MAIL RECEIPT**  
(Domestic Mail Only. No Insurance Coverage Provided)

Postage \$  
Certified Fee  
Return Receipt Fee (Endorsement Required)  
Restricted Delivery Fee (Endorsement Required)  
Total Postage & Fees \$

Postmark Here

Recipient's Name (Please Print Clearly) (To be completed by mailer)  
John Smith  
Street, Apt. No., or PO Box No.  
P.O. Box 12345  
City, State, ZIP+4<sup>®</sup>  
Fairbanks, Alaska 99707

PS Form 3800, February 2000 See Reverse for Instructions

**CERTIFIED MAIL**  
PLACE STICKER AT TOP OF ENVELOPE  
TO THE RIGHT OF RETURN ADDRESS.  
FOLD AT DOTTED LINE

United States Department of The Interior  
Bureau of Land Management  
Alaska Fire Service  
P.O. Box 35005  
Ft. Wainwright, Alaska 99703-0005  
Official Business  
Penalty For Private Use \$300

**RETURN RECEIPT  
REQUESTED**

John Smith  
P.O. Box 12345  
Fairbanks, Alaska 99707

**Is your RETURN ADDRESS completed on the reverse side?**

REMOVE LINER

**Controlled Correspondence**

1. Controlled Correspondence is any request for information that requires a response within a specified time frame. It is controlled (tracked) to ensure a timely response. Controlled correspondence can be a memorandum or a letter.
2. Controlled correspondence must be processed within 10 working days of receipt. When this is not possible an interim response must be sent within 5 working days explaining the delays plus indicating when the reply will be sent. The Staff Assistant is responsible for setting the due date.
3. The action office tracks the reply through the surnaming/signature process.
4. Surnaming Procedure
  - a. Originator
  - b. Staff Assistant
  - c. Originator's Supervisor
  - d. Others as Required
5. Assembled correspondence is sent to the appropriate office for signature (State Director, FM, DSD, SC or M-AFS).
  1. The Staff Assistant dates, signature stamps, and returns to the action office for distribution.



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
ALASKA STATE OFFICE  
222 W. 7<sup>th</sup> Avenue, #13  
ANCHORAGE, ALASKA 99513-7599

1

2

Subject code (your office code)

1

2

(Date when signed)

3

4

5

6 The Honorable Ted Stevens  
United States Senate  
Washington, DC 20510

1

2 Dear Senator Stevens:

1

2 Congressional correspondence are responses to inquiries from members of Congress or their staff.

1

2 Special attention is given to the timely handling of all Congressionals. Responses must be fully processed within a specific time frame. This time frame is set by the State Director's (SD) office, usually within 14 working days upon receipt of the inquiry in the SD office. When it is not possible to meet this time frame, an interim response must be forwarded within 5 working days explaining the delay and indicating when a reply may be expected. Instructions governing congressional letters are, for the most part, the same as for other letters.

1

2

Sincerely,

1

2

*Signature*

3

4

5

Francis R. Cherry, Jr.  
State Director

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  - 3) Blue Dot: Division/Field Office reading file copy. After appropriate routing, these files are kept by the originating office. (Note: No sensitive or confidential information)
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- c. Send electronic copy to Central Files.

**Your office, as the originating office, is responsible for correctly routing correspondence for approval, surnaming, signature and for proper distribution after the appropriate signature is obtained.**



### **III. E-Mail Policy**

#### **Policy for the Use and Management of Electronic Mail In BLM-Alaska**

The purpose of this guidance is to inform BLM-Alaska employees of their responsibilities in using the Electronic Mail System. There are three key principles every employee should keep in mind in the daily use of E-Mail while conducting official business for the government:

1. All E-Mail is Government property and should be used only for authorized purposes.
2. All E-Mail is neither confidential nor private.

For example, supervisors and Local Area Network (LAN) Administrators may need to access your E-Mail during your absence or for technical reasons. E-mail is also subject to the Freedom of Information Act (FOIA). As long as you follow the procedures for correctly managing the filing and deletion of E-Mail, FOIA requests for E-Mail records should not present a problem. In addition to FOIA, outside parties may also be able to procure E-Mail messages through the discovery process in court procedures. The Federal Rules governing civil discovery allow a party to request production of computerized records, including E-Mail messages. To avoid the potential release of E-Mail messages that could harm the BLM in litigation, employees should use the same care in the use of E-Mail that they would if they were preparing any other type of written record. For more information concerning the applicability of discovery requests to E-Mail messages, consult the Regional Solicitor's Office.

Messages or attachments are subject to the Privacy Act if the record contains personal information about individuals. The Privacy Act provisions regarding disclosure and protection of information also applies to E-Mail.

3. Security

Occasionally employees may need to allow supervisors or colleagues temporary access to their E-Mail. This is often for reading, routing and responding to requests and issues. Under no circumstances is an employee authorized to send messages through another employee's mailbox unless that message is clearly noted with the actual name of the sender. In these cases, the reason should also

be noted (acting, etc.). Impersonating another user is considered a disciplinary offense. Attempting to access the mail messages or private files of a colleague without consent or authorization is regarded similarly. For information on how to assure security in these cases, contact the State Security Officer.

4. The E-Mail messages may require preservation under the Federal Records Act.

Depending upon what is contained in the message, both E-Mail and attachments to E-Mail messages may be considered official records. When E-Mail or an attachment is deemed to be a record, it is the responsibility of the originator to assure that the documents are filed either electronically in an automated document management system, or within the Central Files in paper format. In either case, they must be filed under the specific Subject Function Code.

Regardless of medium, a record is created and preserved as evidence of the activities of your office and for its informational value. The originator determines if the E-Mail has record value and should be centrally filed for future use. All E-Mail messages and attachments determined as “non-records” can be deleted without filing. Examples are messages that have only temporary value such as, discussing scheduling of meetings, brief exchanges or requests for information. Records have legally established disposition dates that are listed either in the General Records Schedule or the Agency Records Disposition Schedule. Questions regarding records should be addressed to your local Records Specialist or employees in the Branch of Records and Data Administration (AK-954) in the Division of Support Services (AK-950).

5. Appropriate Use of E-Mail

All E-Mail is a quick and efficient communication tool we rely on when conducting daily business. However, the indiscriminate use of E-Mail can result in undermining the BLM’s mission, responsibilities and integrity. When records are lost, illegally destroyed, inappropriately shared, transmitted or not secured, the effects can be detrimental to our agency and hinder our ability to provide good customer service.

6. Examples of Appropriate Use:

- a. Transmitting E-Mail related to agency programs, policies or mission. For example, management messages, meeting information and official business requests.
- b. E-Mail messages regarding official position vacancies.

- a. Solicitations for leave donations for needy employees.
- b. Notice of agency related activities and events, such as retirements or training.
- c. Notices of immediate urgency, such as vehicle lights left on.

7. Examples of Inappropriate Use:

- a. Creating E-Mail messages that could be harmful to individuals or the BLM if released to the public. E-Mail records can be released to the public in any form in response to a Freedom of Information Act request.
- b. Transmitting confidential information.
- c. Deleting valuable information without preserving the record.
- d. Sending messages of a personal nature
- e. Not carefully targeting the recipients of messages. Broadcasting messages to all employees when the message is not relevant to all.
- f. Advertisement to sell, rent, or give away personal property, such as automobiles, furniture, etc. Use office bulletin boards instead.

#### IV. ACRONYMS

##### -A-

A&E	Architectural and Engineering
AALRS	Alaska Automated Lands Records System
AARIMS	Alaska Aquatic Resources Information Management System
AAGSC	Alaska Arctic Gas Study Company
AAO	Agency Authorized Officer
AAP	Affirmative Action Plan
AC	Act of Congress
ACEC	Area of Critical Environmental Concern
ACHP	Advisory Council on Historic Preservation
ACI	American Concrete Institute
ACO	Administrative Contracting Officer
ACT	Accounting Control Transaction
AO	Administrative Officer
AO	Authorized Officer
AD	Assistant Director
ADEC	Alaska Department of Environmental Conservation
ADF&G	Alaska Department of Fish and Game
ADGC	Alaska Department of Governmental Coordination
ADL	Alaska Department of Labor
ADL	Alaska Department of Law
ADM	Associate District Manager
ADNR	Alaska Department of Natural Resource
ADOT/PF	Alaska Department of Transportation and Public Facilities
ADP	Automated Data Processing
ADR	Alternate Dispute Resolution
AE	Area Engineer
AEC	Atomic Energy Commission
AEIDC	Arctic Environmental Information Data Center
AEP	Affirmative Employment Program
AFA	Annual Funding Agreement
AFN	Alaska Federation of Natives
AFO	Anchorage Field Office
AFOB	Anchorage Federal Office Building
AFS	Alaska Fire Service
AGCF	Alaska Gas Conditioning Facility
AI/AN	American Indian/Alaskan Native
AID	Agency for International Development

**-A-**

AK	Alaska
ALPETCO	Alaska Petroleum Company
ALT	Alaska Leadership Team
AM	Area Manager
AMP	Allotment Management Plan
AMR	Access to Mechanical Refrigeration
AMS	Access to Material Site
ANC	Anchorage
ANCSA	Alaska Natives Claims Settlement Act
ANGTA	Alaska Natural Gas Transportation Act
ANGTS	Alaska Natural Gas Transportation System
ANILCA	Alaska National Interest Lands Conservation Act
ANPRM	Advance Notice of Proposed Rule Making
ANS	Air Navigation Site
ANSI	American National Standards Institute
ANSODS	Arctic North Slope Oil Development Study
ANWR	Alaska National Wildlife Refuge
AOR	Authorized Officer's Representative
API	American Petroleum Institute
A/PI	Asian/Pacific Islanders
APL	Access to Pipeline
APO	Alaska Pipeline Office
APOA	Arctic Petroleum Operators Association
APS	Access to Pump Station
APSC	Alyeska Pipeline Service Company
ARCO	Atlantic Richfield Company
ARIMS	Aquatic Resource Information Management System
ARPA	Archeological Resources Protection Act of 1977
ARS	Agricultural Research (USDA)
ARS	Alaska Radar System
ASD	Associate State Director
AS/LMM	Assistant Secretary - Land and Minerals Management
ASO	Alaska State Office (BLM)
ASR	Automatic Send and Receive (teletypewriter)
ASRC	Arctic Slope Regional Corporation
ASRM	American Society for Range Management
ASTM	American Society for Testing Materials
ASVT	Applications Systems Verification Test
ATO	Approved Table of Organization

**-A-**

ATP	Authorized to Proceed
ATROW	Access and Transportation Right-of-Way
AV	Abandon and Void
AW	Administratively Waived
AWOL	Absent Without Approved Leave
AWOP	Absent Without Pay
AWP	Annual Work Plan

**-B-**

BAT	Best Available Treatment
BB	Burbot
BBL	Barrel = to 42 gallons
BC	Belowground Construction Mode
BEP	Black Employment Program
BETX	Benzene Ethylbenzene Toluene Xylene
BIA	Bureau of Indian Affairs
BIG	Blacks in Government
BLM	Bureau of Land Management
BLS	Bureau of Labor Statistics
BMP	Best management Practice
BMT	Bureau Management Team
BOC	Budget Object Class
BOD	Biochemical Oxygen Demand
BOM	Bureau of Mines
BOR	Bureau of Reclamation
BPA	Bonneville Power Administration
BPD	Barrels Per Day
BPS	Bureau Planning System
BSI	Baseline Studies Initiated
BY	Budget Year
BTU	British Thermal Units
BWT	Ballast Water Treatment

**-C-**

CA	Contract Administrator
CA	Certificate of Allotment
CAB	Civil Aeronautics Board
CASU	Consolidated Administrative Support Unit
CBWR	Coos Bay Wagon Road
CEQ	Council of Environmental Quality

**-C-**

CFR	Code of Federal Regulations
CIRI	Cook Inlet Region, Inc.
COAR	Contracting Officers Authorized Representative
COB	Close of Business
COR	Contracting Officer's Representative
CMAA	Control/Monitoring/Action System
COE	Corps of Engineers
CRIS	Comprehensive Resource Inventory Systems
CRMP	Cooperative Resource Management Plan
CY	Current or Calendar Year
CZM	Coastal Zone Management

**-D-**

DAD	Deputy Assistant Director
DEIS	Draft Environmental Impact Statement
DD	Due Date
DDRF	Director's Daily Reading File
DLE	Desert Land Entry
DM	District Manager
DMP	District Management Profile
DO	District Office
DOD	Department of Defense
DOI	Department of the Interior
DOS	Disk Operating System
DRD	Detailed Requirements Definitions
DSC	Denver Service Center
DSD	Deputy State Director

**-E-**

EA	Environmental Analysis
EAO	External Affairs Office(r)
EAP	Employee Assistance Plan
EAR	Environmental Analysis Record
EEO	Equal Employment Opportunity
EEOC	Equal Employment Office Commission
EIS	Environmental Impact Statement
ELT	Executive Leadership Team
EMARS	Energy Mineral Activity Recommendation System
EMRIA	Energy Mineral Rehabilitation Inventory and Analysis
EMS	Electronic Mail System

**-E-**

EO	Executive Order
EOY	End of Year
EPA	Environmental Protection Agency
ER	Environmental Review
ERDA	Energy Research Development Administration
EROS	Earth Resource Observation System
ERTS	Earth Resource Technology Satellite
ESA	Endangered Species Act
ESO	Eastern States Office

**-F-**

FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulations
FARC	Federal Archives and Records Center
FCC	Federal Communications Commission
FDA	Food and Drug Administration
FEIS	Final Environmental Impact Statement
FEORP	Federal Employment Opportunity Recruitment Program
FERC	Federal Energy Regulatory Commission
FEW	Federally Employed Women
FFS	Federal Financial System
FHA	Federal Housing Administration
FLO	Federal Land Ownership
FLSA	Fair Labor Standards Act
FM	Field Manager
FO	Field Office
FOIA	Freedom of Information Act
FOUO	For Official Use Only
FPA	Federal Power Act
FPM	Federal Personnel Manual
FPPS	Federal Personnel and Payroll System
FR	<u>Federal Register</u>
FRC	Federal Records Center
FTE	Full Time Equivalent
FTS	Federal Telecommunications Systems
FUP	Federal Use Permit
FWP	Federal Women's Program
FWS	Fish and Wildlife Service
FY	Fiscal Year



**-G-**

GAO	General Accounting Office
GBL	Government Bill of Lading
GIS	Geographic Information System
GFO	Glennallen Field Office
GLO	General Land Office
GME	General Management Evaluation
GMU	Game Management Unit
GPO	Government Printing Office
GPS	Global Positioning System
GS	Geological Survey/General Schedule
GSA	General Services Administration
GTR	Government Transportation Request

**-H-**

HACU	Hispanic Association of Colleges and Universities
HBCU	Historically Black Universities and Colleges
HEP	Hispanic Employment Program
HES	Homestead Entry Survey
HCI	Habitat Condition Index
HI	Historical Index
HMM	Hazardous Material Management
HAZMAT	Hazardous Material Management
HMP	Habitat Management Plan
HQ	Headquarters
HRM	Human Resource Management
HS	Home Site Entry
HUD	Housing and Urban Development

**-I-**

I&E	Information and Education
IB	Information Bulletin
IBLA	Interior Board of Land Appeals
ICC	Interstate Commerce Commission
IDP	Individual Development Plan
IFB	Invitation for Bids
IG	Inspector General
IIS	Information Impact Statement
ILIS	Interim Land Information System
IM	Instruction Memorandum
IRM	Information Resource Management
ISTEA	Intermodal Surface Transportation Efficiency Act

**-J-**

JDR	Job Documentation Report
JFSLUPC	Joint Federal State Land Use Planning Commission (for Alaska)
JPO	Joint Pipeline Office
JRETC	Joint Regional Environmental Training Center

**-K-**

KGRA	Known Geothermal Steam Resource Area
KGS	Known Geothermal Structure
KLA	Known Leasing Area
KRCRA	Known Recoverable Coal Resource Area

**-L-**

LAN	Local Area Network
LD	Land Description
LES	Leave and Earnings Statement
LLA	Land Law Assistant
LLD	Legal Land Description
LLE	Land Law Examiner
LM	Land and Minerals
LM&R	Lands, Minerals, and Resources
LU	Land Utilization-Lands-Acquired-Lands
LUDA	Land Utilization Date Analysis
LWCF	Land and Water Conservation Fund
LWOP	Leave Without Pay

**-M-**

M-AFS	Manager, Alaska Fire Service
MAP	Management Action Plan
MBO	Management by Objective
MDA	Materials Disposal Act
MESA	Mine Enforcement and Safety Administration
MFP	Management Framework Plan
MLR	Management of Land and Resources
MMS	Minerals Management Service
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRI	Minerals Resource Inventory
MS	Mineral Survey

**-M-**

MSPB	Merit System Protection Board
MTP	Master Title Plat
MU	Multiple Use
MYR	Mid Year Review

**-N-**

NABC	National Advisory Board Council
NARA	National Archives and Records Administration
NARL	Naval Arctic Research Laboratory
NARSC	National Applied Resource Sciences Center
NBC	National Business Center
NBEI	Non-Bureau Energy Initiative
NCA	National Conservation Area
NEPA	National Environmental Policy Act
NF	National Forest
NFO	Northern Field Office
NHRMC	National Human Resources Management Center
NIFC	National Interagency Fire Center
NLRB	National Labor Relations Board
NMFS	National Marine Fisheries Service
NOAA	National Oceanic and Atmospheric Administration
NPR-A	National Petroleum Reserve-Alaska
NPS	National Park Service
NRCS	Natural Resources Conservation Service
NRDC	National Resource Defense Council
NTE	Not to Exceed
NTSB	National Transportation Safety Board
NWR	National Wildlife Refuge
NWS	National Weather Service
NRL	National Resource Lands
NRPA	National Rangelands Policy Act
NSF	National Science Foundation
NTC	National Training Center
NYFB	Normal Year Fire Plan

**-O-**

O&C	Oregon and California (Grant lands)
O&G	Oil and Gas (also OG)
OAS	Office of Aircraft Services
OCA	Outer Continental Shelf
OEPR	Office of Environmental Project Review
OMB	Office of Management and Budget
OMPB	Office of Management, Planning, and Budget
OPF	Official Personnel Folder
OPM	Office of Personnel Management
OPS	Operational Planning System
ORIS	Oregon Resource Information System
ORV	Off-road Vehicle
OS	Oil Shale
OSHA	Occupational Safety and Health Act/Administration
OSM	Office of Surface Mining
OWRT	Office of Water Research and Technology

**-P-**

PA	Preliminary Assessment
PA	Privacy Act
PAA	Planning Area Analysis
PAWP	Preliminary Annual Work Plan
PCS	Planning Coordination Staff
PD	Public Domain
PDES	Preliminary Draft Environmental Statement
PDOD	Program Decision Option Document
PFES	Preliminary Final Environmental Statement
PHS	Public Health Service
PI	Project Inspector
PIPR	Performance Improvement and Position Review
PL	Public Law
PLDR&T	Public Land Development Roads and Trails
PLO	Public Land Order
PLS	Public Land Statistics
POC	Point Of Contact
PP	Power Project
PPP	Patent Plan Program
PRP	Potential Responsible Party
PS	Power Site
PSR	Power Site Reserve
PU	Planning Unit
PWR	Public Water Reserve

**-R-**

R&D	Research and Development
R&PP	Recreation and Public Purposes Act
RAC	Resource Advisory Council
RAH	Resource Area Headquarters
RAPS	Resource Apprenticeship Program for Students
RAM	Resource Area Manager
RC&D	Resource Conservation and Development
RCA	Resource Conservation Area
REA	Rural Electrification Administration
RFP	Request for Proposal
RI	Range Improvements
RMP	Resource Management Plan
RMS	Records Management Service
ROW	Right-of-Way
R/W	Right-of-Way
RS	Revised Statutes
RV	Recreation Vehicle

**-S-**

S&D	Survey and Design
SAF	Society for American Foresters
SBA	Small Business Administration
SCEP	Student Career Employment Program
SC	Service Center
SD	State Director
SEP	Special Emphasis Program
SEPC	Special Emphasis Program Committee
SEPM	Special Emphasis Program Manager
SHPO	State Historic Preservation Officer
SLUP	Special Land Use Permit
SO	Secretarial Order
SO	State Office
SOA	State Of Alaska
SOF	Strength of Force
SOG	Simultaneous Oil and Gas
SOL	Solicitor
SOW	Statement of Work
SRM	Society of Range Management
SSD	Scientific Systems Development
Stat.	Statutes at Large
STEP	Student Temporary Employment Program
SWAT	State Wide Administrative Team

**-T-**

T&A	Time and Attendance
TA	Travel Authorization
TAPS	Trans-Alaska Pipeline System
TCC	Tanana Chiefs Conference
TFO	Tok Field Office
TGA	Taylor Grazing Act of 1934
TIGER	Transitional Integrated Geocoordinate and Records System
TO	Table of Organization
TR	Transportation Request
TV	Travel Voucher

**-U-**

UIC	Ukpeagvik Inupiat Corporation
URA	Unit Resource Analysis
USDA	United States Department of Agriculture
USFS	United States Forest Service
USGS	United States Geological Survey

**-V-**

VA	Vacancy Announcement
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**-W-**

WAE	When Actually Employed
WH&B	Wild Horses and Burros
WJC	Work Job Code
WM	Work Months
WNRC	Washington National Records Center
WO	Washington Office
WORM	Western Oregon Road Maintenance
WRC	Water Resource Council
WSR	Wild and Scenic River

**-Y-**

YCC	Youth Conservation Corps
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## V. FREQUENTLY USED ADDRESSES

The following list shows the address element, salutation, and complimentary close, when used, for certain addressees.

The President	The President The White House Washington, DC 20500	Dear (Mr. or Madam) President: Respectfully,
Spouse of the President	(Mrs./Mr.) Full name The White House Washington, DC 20500	Dear (Mrs./Mr.) [Surname]: Sincerely,
Assistant to the President	The Honorable [full name] Assistant to the President The White House Washington, DC 20500	Dear (Mr./Madam)[Surname]: Sincerely,
Former President	The Honorable [full name] (address) (City) (State) (ZIP Code)	Dear President [Surname]: Sincerely,
The Vice President	The Vice President United States Senate Washington, DC 20510  or  The Honorable [full name] The Vice President of the United States Washington, DC 20501	FORMAL: Dear (Mr./Madam) Vice President: Sincerely,  INFORMAL: Dear (Mr./Madam) Vice President: Sincerely,
Former Vice President	The Honorable [full name] (no title) (address) (City) (State) (ZIP Code)	Dear (Mr./Madam) [Surname]: Sincerely,

---

Cabinet Members	The Honorable (full name) Secretary of the Interior* *(name of organization) Washington, D.C. 20240	Dear Mr./Madam Secretary: Sincerely,
-----------------	--	---

or

The Honorable (full name) Attorney General of the United States Department of Justice Washington, D.C. 20530	Dear Mr./Madam Attorney General: Sincerely,
--	---

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The Chief Justice	The Chief Justice The Supreme Court of the United States Washington, D.C. 20543	Dear Chief Justice, Sincerely,
-------------------	--	-----------------------------------

---

Associate Justice	Justice [Surname] The Supreme Court of the United States Washington, D.C. 20543	Dear Justice [surname]: Sincerely,
-------------------	--	---------------------------------------

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President of the Senate	The Honorable (full name) President of the Senate Washington, DC 20510	Dear (Mr./Madam) President: Sincerely,
-------------------------	--	---

---

United States Senator	The Honorable (full name) United States Senate Washington, DC 20510	Dear Senator [surname]: Sincerely,
-----------------------	---	---------------------------------------

or

The Honorable (full name) United States Senator (local Address) (ZIP Code)
--



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H-1541-1 Correspondence Preparation Handbook

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United States Representative	The Honorable (full name) House of Representatives Washington, DC 20515	Dear (Mr./Mrs./Miss/Ms.) [surname]: Sincerely,
---------------------------------	---	--

or

The Honorable (full name) Member, United States House of Representatives (local address) (ZIP Code)	Dear (Mr./Mrs./Miss/Ms.) [surname]: Sincerely,
--	--

---

Speaker of the House of Representatives	The Honorable (full name) Speaker of the House of Representative Washington, DC 20515	Dear (Mr. or Madam) Speaker: Sincerely,
---	--	--

---

Chairman of a Joint Committee	The Honorable (full name) Chairman, Joint Committee (name) Congress of the United States Washington, DC 20510	Dear (Mr./Madam) [surname]: Sincerely,
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Deputy Secretaries, Assistants, or Under Secretaries	The Honorable (full name) Deputy Secretary of (name of organization) (Name of Department) Washington, DC (ZIP Code)	Dear (Mr./Madam) [surname]: Sincerely,
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Heads of Independent Offices & Agencies	The Honorable (full name) Comptroller General of the United States General Accounting Office Washington, DC 20548	Dear (Mr./Mrs.) [surname]: Sincerely,
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or

The Honorable (full name) Chairman (name of the Commission) Washington, DC (ZIP Code)	Dear (Mr./Mrs.) Chairman: Sincerely,
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Deputy Secretaries, Assistants, or Under Secretaries	The Honorable (full name) Deputy Secretary of (name of organization) (Name of Department) Washington, DC (ZIP Code)	Dear (Mr./Madam) [surname]: Sincerely,
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Librarian of Congress	The Honorable (full name) Librarian of Congress Library of Congress Washington, DC 20540	Dear (Mr./Madam) [surname]: Sincerely,
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Public Printer	The Honorable (full name) Public Printer Government Printing Office Washington, DC 20401	Dear (Mr./Madam) [surname]: Sincerely,
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American Ambassador	The Honorable (full name) American Ambassador (City), (Country)	<b>FORMAL:</b> Sir/Madam Very truly yours,  <b>INFORMAL:</b> Dear (Mr./Madam)Ambassador: Sincerely,
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American Consul General or American Consul	The Honorable (full name) American Consul General or American Consul (City), (Country)	Dear (Mr./Mrs./Miss/Madam [surname]): Sincerely,
Foreign Ambassador in the United States	His/Her Excellency (full name) Ambassador of (country) Washington, D.C. (ZIP Code)	<b>FORMAL:</b> Excellency: Very truly yours,  <b>INFORMAL:</b> Dear (Mr./Madam) Ambassador: Sincerely,
U.S. Representative to the United Nations or Organization of American States	The Honorable (full name) United States Representative to the United Nations (or Organization of American States) (City) (State) (ZIP Code)	<b>FORMAL:</b> Sir/Madam Very truly yours,  <b>INFORMAL:</b> Dear (Mr. or Madam) Ambassador: Sincerely,
Governor of State	The Honorable (full name) Governor of (State) (City), (State) (ZIP Code)	Dear Governor [surname]: Sincerely,
Former Governor	The Honorable (full name) (City) (State) (ZIP Code)	Dear Governor [surname]: Sincerely,
Lieutenant Governor	The Honorable (full name) Lieutenant Governor of (State) (City), (State) (ZIP Code)	Dear (Mr./Mrs./Miss/Ms. [surname]): Sincerely,

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State Representative	The Honorable (full name) (State) House of Representatives (City) (State) (ZIP Code)	Dear (Mr./Mrs./Miss/Ms.) [surname]: Sincerely,
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Judge	The Honorable (full name) Judge of the (Circuit, Supreme, etc.) Court (address) (City) (State) (ZIP Code)	Dear Judge [surname]: Sincerely,
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Mayor	Honorable (full name) Mayor of (name of City) (address) (City), (State) (ZIP Code)	Dear Mayor [surname]: Sincerely,
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President or Chancellor of a College or University (with a doctoral degree)	Dr. (full name) President, (name of institution) (address) (City) (State) (ZIP Code)	Dear Dr. [surname]: Sincerely,
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Professor	Professor (full name) Department of (name) (name of institution) (address) (City) (State) (ZIP Code)	Dear Professor [surname]: Sincerely,
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Physician	(full name), M.D. (address) (City) (State) (ZIP Code)	Dear Dr. [surname]: Sincerely,
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Lawyer	Mr./Mrs./Miss/Ms. (full name) Attorney at Law (address) (City) (State) (ZIP Code)	Dear (Mr./Ms.) [surname]: Sincerely,
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Widow	Mrs./Ms. (wife's first name or husband's first name, last name) (City) (State) (ZIP Code)	Dear (Mrs./Ms.) [surname]: Sincerely,
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Two or More Men	Mr. (full name) and Mr. (full name) (address) (City) (State) (ZIP Code)	Dear Mr. [surname] and Mr. [surname]: or Dear Messrs. [surname]: Sincerely,
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Two or More Women	Mrs./Ms./Miss (full name) and Mrs./Ms./Miss [full name] (address) (City) (State) (ZIP Code)	Dear Mrs./Ms./Miss [surname] and (Mrs./Ms./Miss) [surname]: Sincerely,
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## VI. WEB SITE REFERENCES

### A. Subject Function Code Listing - Alpha

The subject code alphabetical index can be found on the BLM MANUAL SECTION website:

<http://web.blm.gov/internal/wo-500/directives/dir-manu/manu-dir.html>

P	MS-1220 Appendix 3	Subject Codes (The paper copy includes some explanatory information not in the online version.) - <u>Subject Function Code Listing - Alpha</u> - <u>Subject Function Code Listing - Numeric</u>
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### B. Subject Function Code Listing - Numeric

The subject code numeric index is located on the BLM MANUAL SECTION website:

<http://web.blm.gov/internal/wo-500/directives/dir-manu/manu-dir.html>

P	MS-1220 Appendix 3	Subject Codes (The paper copy includes some explanatory information not in the online version.) - <u>Subject Function Code Listing - Alpha</u> - <u>Subject Function Code Listing - Numeric</u>
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### C. Delegation of Authority Manual 1203

The delegation of authority section can be found on the BLM MANUAL SECTION website:

<http://web.blm.gov/internal/wo-500/directives/dir-manu/manu-dir.html>

P	<u>MS-1203</u>	Delegation of Authority (.PDF)
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**Statewide Administrative Team  
(S.W.A.T.)**

**Correspondence Preparation Handbook  
Committee**

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